

Position Description - Final

PD #:

Replaces PD #:

Sequence #:

IT Specialist (SYSANALYSIS)

GS-2210-12

Installation:

Major Command:
Region:

Citation 1: OPM, JFPCS Administrative Work in the Information Technology Group, GS-2200, dtd. May 2001 (Series Coverage, GS-2210)

PD Library PD:

COREDOC PD:

Classified By:

Classified Date:

FLSA:

Drug Test Required:

CIPMS PD:

Career Program:

Financial Disclosure Required:

Acquisition Position:

Functional Code:

Requires Access to Firearms:

Interdisciplinary:

Competitive Area:

Position Sensitivity:

Target Grade/FPL:

Competitive Level:

Emergency Essential:

Career Ladder PD:

PD Status:

MAJOR DUTIES

Summary: Serves as the technical expert within the District responsible for technical planning, design, development, implementation, and management of new and improved information systems to meet the business requirements of the District. Work requires performing needs analysis to define opportunities for new or improved business process solutions, as well as consulting with District customers to identify and specify requirements; developing overall functional and systems requirements and specifications; conducting business process engineering, feasibility studies and trade-off analyses; preparing business cases for the application of IT solutions; defining systems scope and objectives; developing cost estimates for new/modified systems and planning systems implementation. Within this framework, performs the following:

1. Plans, coordinates and accomplishes studies to identify and determine the District's current/future administrative and technical business process needs. Takes action to design, develop, implement, monitor, and maintain system analysis activities/services to support District customer needs. Continuously coordinates studies and plans with District managers as well as

administrative and technical personnel. Develops strategies to accommodate managers' needs, prepares drafts for their review by the using organization(s), and incorporates their review comments and concerns. Prepares study summaries for comparison of alternatives pertinent to the economic justification of costs, time, and equipment usage, and generates complex queries and reports. Performs risk analysis on IT project impacts and recommends alternative solutions. Ensures rigorous application of information security/assurance policies, principles, and practices in delivery of system analysis processes. Develops work plans, program logic, special instructions, and detailed flow charts covering processes covered.

2. Evaluates the feasibility of proposed new and/or re-engineered systems analysis development projects. Consults with customers to refine functional requirements. Translates functional requirements into design specifications. Leads efforts to isolate, document, and solve design and development problems encountered during testing and/or implementation. Develops methods and techniques to provide for more efficient integration, analysis, control, manipulation, duplication, distribution, storage, and retrieval of information/data; architecture for tracking the use and creation of data, isolating and addressing data inconsistencies, system redundancies, priorities, conflicts, maximizing the sharing of information/data and in creating information modules appropriate for system development.

3. Coordinates with specialists and managers at higher U.S. Army Corps of Engineers (USACE) levels to obtain information to interface with systems at those levels to facilitate the acquisition and exchange of information. Serves as the District representative at District and Division meetings and seminars designed to arrive at solutions to mutual problems encountered and to provide knowledge and information concerning state-of-the-art techniques, software, and hardware.

4. Develops local District guidelines, standard operating procedures, bulletins, and flyers concerning the operation/use of District services and activities. Frequently analyzes problematic provisions or guidance governing standard operating systems and provides assistance and advisory services to any and all District users concerning the resolution of problem areas and the policies, regulations, and provisions of systems. Provides interpretations of higher authority regulations and guidance concerning IT activities/service and coordinates with higher-level USACE levels concerning the resolution of problem areas encountered.

5. Assigns studies or portions of studies and program development to lower grade specialists and/or analysts hired under contract. Technically reviews completed work projects and provides technical assistance and guidance as required. May be required to manage contracts with private computer firms concerning IT studies. In this capacity, prepares scopes of work and cost estimates for the work to be contracted; ensures that the contractor's progress complies with contract terms; certifies work accomplishment, reviews and approves requests for payment; ensures compliance with the terms and provisions of contracts and compliance with specifications; recommends approval or disapproval of completed contractor work; and takes necessary action to resolve problematic issues. Within the District's IT policy and planning function, incumbent accomplishes technical, analytical and advisory functions pertinent to the

development of local policies, plans, and processes covering the District IT program and ensuring that the District's IT program is in compliance with higher authority policies and guidelines.

Performs other duties as assigned.

FACTOR 1. Knowledge Required by the Position

FL 1-7

1250 Points

Knowledge of and skill in systems design tools, methods and techniques, including automated system analysis and design tools; standards, policies, approaches, precedents, structural analysis principles, methods, and business processes and operations of the District's organizations. These are needed in developing requirements and specifications for systems that meet business requirements; advising on the merits of proposed and/or re-engineered system development projects; applying a structural system analysis approach to the design/development of new, re-engineered, and/or enhanced applications and the translation of functional requirements into design specifications.

Knowledge of information technology resources and infrastructure including automated systems. Equipment and software, system technology, provisions and requirements of a variety of standardized administrative and technical systems to serve as a technical specialist within the District concerning the application, implementation, and maintenance of the District's IT system, services/activities, etc.

Knowledge of the organizational structures, work processes/programs of District organizations, as well as a high degree of analytical ability to gather, assemble, and analyze facts, draw conclusions, and devise solutions to problems which will increase the effectiveness of the District business process. Knowledge of cost benefit analysis to analyze and study current and desired systems and recommend the most cost-effective systems for local application. Knowledge of and experience in the use of oral and written communication methods and techniques to accomplish continuing coordination with District customers.

FACTOR 2. Supervisory Controls

FL 2-4

450 Points

The supervisor assigns functional responsibilities, outlines overall objectives to be achieved, and the resources available for use. Assignments may come directly from the user/customer or from the supervisor. The incumbent has continuing responsibility for assignments pertaining to the District system analysis activities. Consults with the supervisor on matters pertaining to time frames, scopes of assignments, stages in the study or application process and possible approaches on controversial or problematic situations. Independently applies and interprets guidelines and regulations and plans, designs, and organizes projects associated with assignments. There is a continuing requirement for coordination (users and other impacted IT specialists) and the incumbent independently plans and carries out the necessary coordination including that involving lower-level IT specialists and/or efforts of contractually-employed

persons. The incumbent represents the highest level of expertise within the District concerning system analysis matters and independently provides advice and guidance with the District and resolves problem matters. Completed work is typically accepted without technical change but is reviewed for effectiveness in meeting user requirements, conformance with policy, accomplishment within acceptable time frames, and customer satisfaction.

FACTOR 3. Guidelines

FL 3-4

450 Points

Guidelines include agency regulations, manuals, and policies which provide overall goals and define limitations and overall objectives; USACE regulations, policies and procedures concerning IT activities and all automated systems used in USACE; District regulations and guidelines; and a variety of manufacturers' manuals and handbooks pertaining to the wide range of hardware and software in use in the District. Guides are broad and frequently require interpretations and deviation from previously used methods. On a regular basis the incumbent must use ingenuity in adapting existing methods and developing new methods and approaches to resolve user problems and requirements within the provisions of policies and regulations. The incumbent must interpret higher authority guidelines, considering the intricacies and problems encountered in accommodating District data needs, and develop local guides, standard operating procedures (SOPs), bulletins and fact sheets for distribution and use within the District in performing IT system operation and maintenance. The incumbent must apply judgment to anticipate problems, research trends in state-of-the-art technology, and develop special coding to satisfy requirements.

FACTOR 4. Complexity

FL 4-5

325 Points

Assignments involve the accomplishment of complete system studies requiring in-depth analysis of a myriad of complex systems analysis factors and many different and unrelated processes and methods. Additionally, work includes the responsibility for serving as the District point of contact concerning IT system analysis needs and problem resolution. Work is made complex by continuing changes in District business requirements and the rapidly changing IT environment. The incumbent must remain updated on changing system analysis technology and continuously evaluate changing future organizational data needs. The incumbent must develop new system analysis strategies, methods and techniques for accommodation of customer needs and for application to resolve incompatibilities between organizational needs and ways of doing business and automated system requirements. Projects require the consideration of numerous USACE-wide standard systems and hardware platforms requiring the use of a variety of techniques and methods to design and evaluate alternatives to best fit District requirements.

FACTOR 5. Scope and Effect

FL 5-4

225 Points

The work involves serving as the technical expert within the District concerning system analysis needs, plans, situations, and problems. The work involves defining business processes, evaluating alternatives and validating the need for proposed new systems through consultation with District managers; identifying and evaluating potential systems design approaches and

developing final technical specifications for new systems, and/or enhancing existing systems that expand current information dissemination capabilities. The work also involves planning, coordinating, and conducting/directing in-depth studies of District system needs, services/activities, and developing strategies and plans to satisfy those needs leading to the implementation of new/enhanced systems, etc.

The work facilitates the efficient delivery of program information and exchange of information between clients and organizations (e.g., within the District, with other districts, USACE, other agencies, and the private sector).

FACTOR 6. Personal Contacts

FL 6-3 & 7-C

180 Points

FACTOR 7. Purpose of Contacts

Contacts are with IM Managers and Specialists within the employing District organizations; technical specialists in similar specialties in other Districts; managers and technical experts/specialists in the Division HQ offices; with HQ USACE specialists and functional proponents of major Corps corporate systems, and IT experts; and occasional contacts with IT experts at the DA level and other Federal agencies. Contacts regularly include meeting with contractors, equipment manufacturer's representatives, providers of services (e.g., software) related to technological developments applicable to the project, and members of USACE technical committees. Contacts typically take place in moderately unstructured settings. Level 3.

The purpose of the contact is to plan, coordinate, or advise on work efforts, to exchange information, determine system analysis requirements, coordinate study work processes and problem resolution matters, plan study processes, and provide progress reports. Additionally, contacts are to influence others to utilize methods and procedures developed or sell them on the use of system techniques, planned action, or resolve inequities and incompatible situations involved with the system(s). Contacts with HQ USACE are to coordinate the use of standard USACE-wide systems and obtain and provide information concerning the use of the systems. Level C

FACTOR 8. Physical Demands

FL 8-1

5 Points

The work is primarily sedentary, with slight physical effort being required.

FACTOR 9. Work Environment

FL 9-1

5 Points

Work is performed in an office setting with the normal risks involved and standard safety precautions being taken.

Total Points: 2890 (GS-12)
GS-12 range is 2755 - 3150